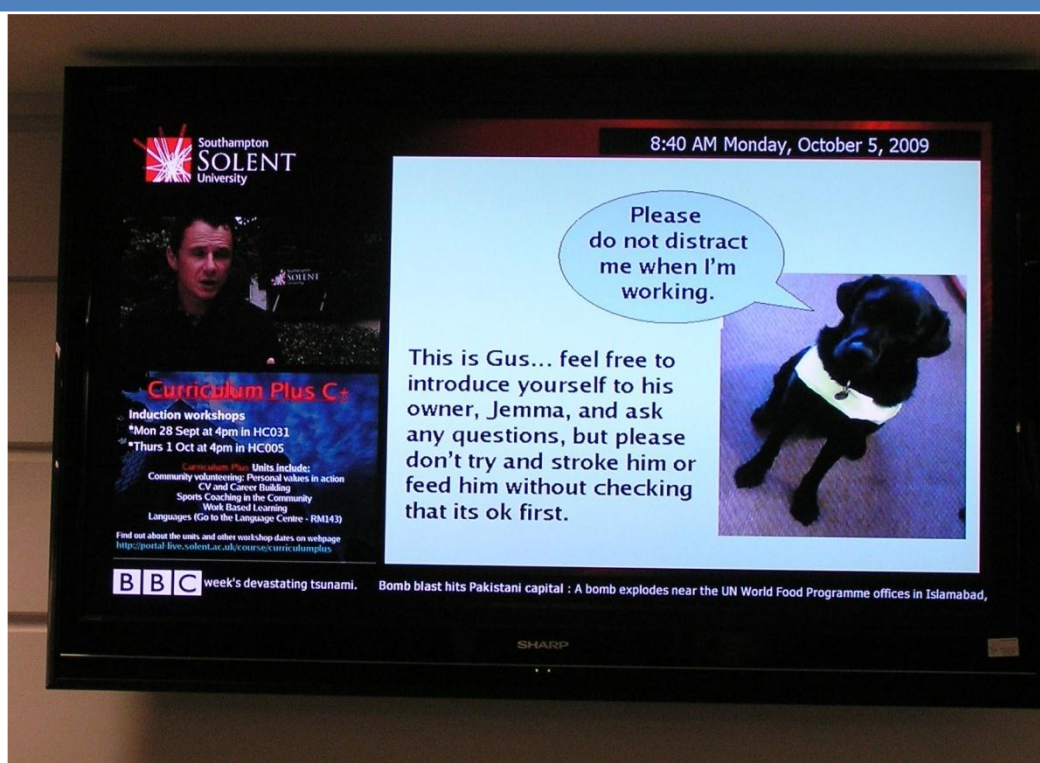


# Digital Signage System User Guide



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### *About this user guide*

This user guide has been written to try and make using the University's digital signage system as simple as possible. Wherever possible, actual screen shots have been used to illustrate tasks and guide you through the processes.

To make it easy to recognise information, the following text colours have been used:

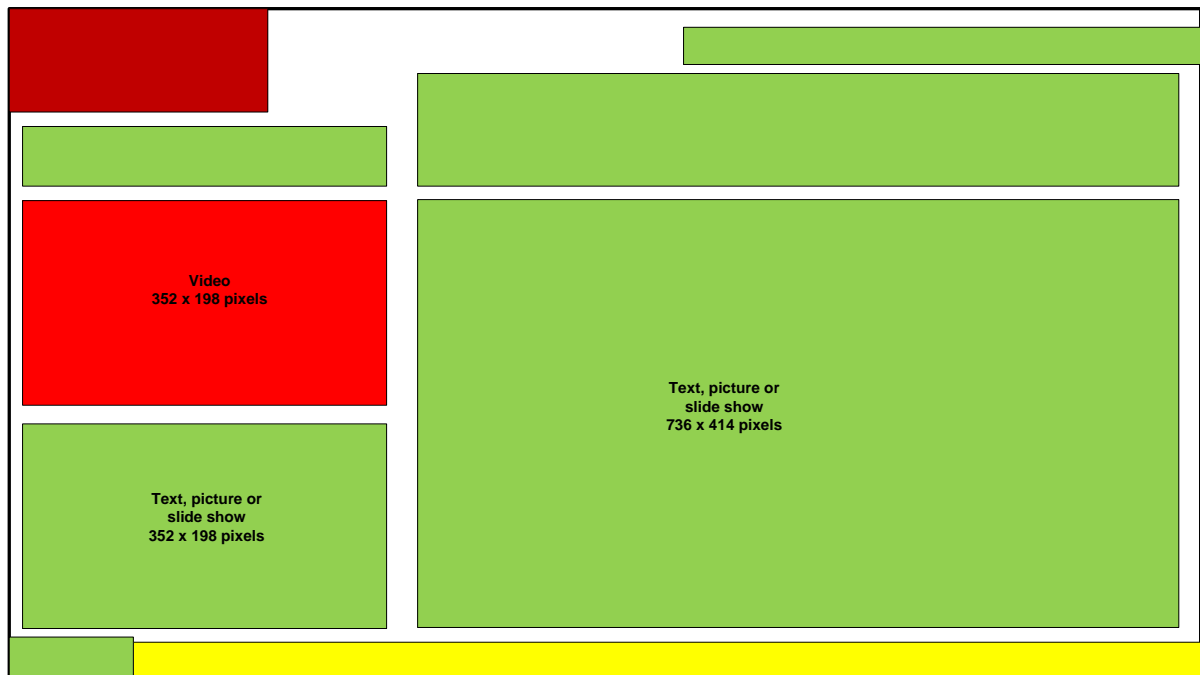
- **Green** for the titles of the boxes on the screen
- **Brown** for commands i.e. where you have to do something
- **Red** for error messages
- ***Emboldened italicised*** for hints and tips.

All screen shots used are taken using Mozilla Firefox as the browser: other browsers may have a different appearance.

Every care has been taken to make the information accurate. If you find any mistakes or have any suggestions for improving the guide, please let Stephen Harding know as soon as possible.

## 1. Introduction

Southampton Solent University has installed a number of display screens at key locations around the University enabling up-to-date information to be disseminated. Information can be in the form of text, video, slide shows, pictures and an RSS feed. The screen is divided into a number of sections as shown in the diagram below.



Administrative rights to edit and load material for display are assigned for each screen area and to each screen in the system. You have been given rights to the three local sections of a screen or screens (see named areas above), so you will be able to display information pertinent to the area in which the screen is located. Section 9 gives details of screens to which you have administrative rights.

The effectiveness of a digital signage system is dependent on the information displayed being relevant and easily absorbed. The majority of “readers” will be on the move so need to be able to take in the information as they pass. Information must be kept up to date, or people will not bother to look at the screen. Screens will therefore need daily attention to make sure the information displayed is relevant and up to date. By using the playlist and scheduling features, information can be changed automatically as required.

## 2. Style guide

This section is intended to give guidance about what sort of material can be displayed so there is a consistent look and feel to the screens across the University.

### 2.1. Who is the audience and what are they like?

The audience for the digital signage is anyone who is in the University so Students, Staff and Visitors will all be able to view the screens. The majority of viewers will be on the move and will only be in sight of a screen for a few seconds. Therefore, for the system to be effective, any messaging must be quickly assimilated and understood. Only in receptions and areas outside lifts where people are waiting is the chance for a “study” of the screen to be made. This should influence the type of messaging used in these areas.

Where the audience is principally transient, messages should be short, as visual as possible and be attention grabbing. Average reading speed is 3 – 4 words per second so a maximum of 10 words is likely to be assimilated as the reader passes by. You have to rely on the reader seeing the same information again (later or somewhere else) to reinforce the message. Under these circumstances well chosen images can be very compelling, especially if they make the passerby stop and look properly at the screen.

In areas where people are waiting, receptions and outside lifts, a different approach can be adopted. There is time to read or look at more complex information which can be organised into slide shows. However, no single slide should have more than twenty words on it with an interval of between 10 and 20 seconds between slides. Any longer and the audience is likely to get bored and become distracted.

### 2.2. What sort of content can be displayed?

Content needs to be carefully chosen so it does not cause offence or put the University in a bad light. Whenever possible, messaging should be positive without being overly upbeat. The following are good examples of messaging that can be used:

- Advertising future events
- Celebrating successes
- Examples of Students’ work (especially videos)
- Last minute room/timetable changes (may need to be backed up by SMS messaging)
- Giving information
- Dates for enrolments, hand ins etc.

There are many more that can be added to the list.

Things to avoid are:

- Political or religious messages
- Any form of indecency
- Violence
- Illegal practices
- Racism
- Anything that might cause offence

- The use of jargon or buzzwords
- Anything that is demeaning to the University
- Anything that is crowded with text.

Words must be chosen carefully to avoid any ambiguity or double entendre. Statements on screens should be succinct and punchy so they catch the attention of passers by. Don't write sentences: write brief, eye catching phrases. **Keep it simple!**

If in doubt about the suitability of any content seek advice from your Manager or Marketing and Communications.

### 2.3. Fonts and point size

The University's official fonts are Bliss for external messaging and Trebuchet MS for internal communications so these two fonts should be chosen where possible. Bliss has four sub fonts: Bliss Light, Bliss Regular, Bliss Bold and Bliss Extra Bold so it is very versatile. Other fonts that work well are Tahoma and Arial; other sans serif fonts could be used if they are added to TripleSign in the future. Avoid the use of fonts with serifs; these do not work very well on display screens.

The use of colour and emphasis is very important in making the message easily read. The text needs to stand out from the background so it is clear. It should not be in conflict with it because the background is too "fussy" or too strong either in colour or texture. Embolden, italicise or change colour to emphasise. The text below shows how careful you need to be: the word "works" is too light a colour to be really effective.

**This is a test to see if this works!!!**

Avoid the change of colour as illustrated in the example below: it just doesn't look very good. And remember a proportion of the readers will be colour blind to some extent as well.

***Limit d Fonts***

Underlining on screens should be avoided at all costs: it tends to confuse rather than help.

Text (point) sizes need to be carefully considered. Most readers will be at some distance from the screen so text needs to be big enough to be read from a distance of four or five metres. In PowerPoint presentations the following text sizes work well:

- Main headings – 40pt
- Sub headings – 32pt
- Bullet points and general text 24pt

When creating text images there is a choice of 7 text sizes: do not use anything smaller than size 4. When creating text slideshows, you have no control over the text size or colour so this is a very good reason for not using this facility. Use PowerPoint instead.

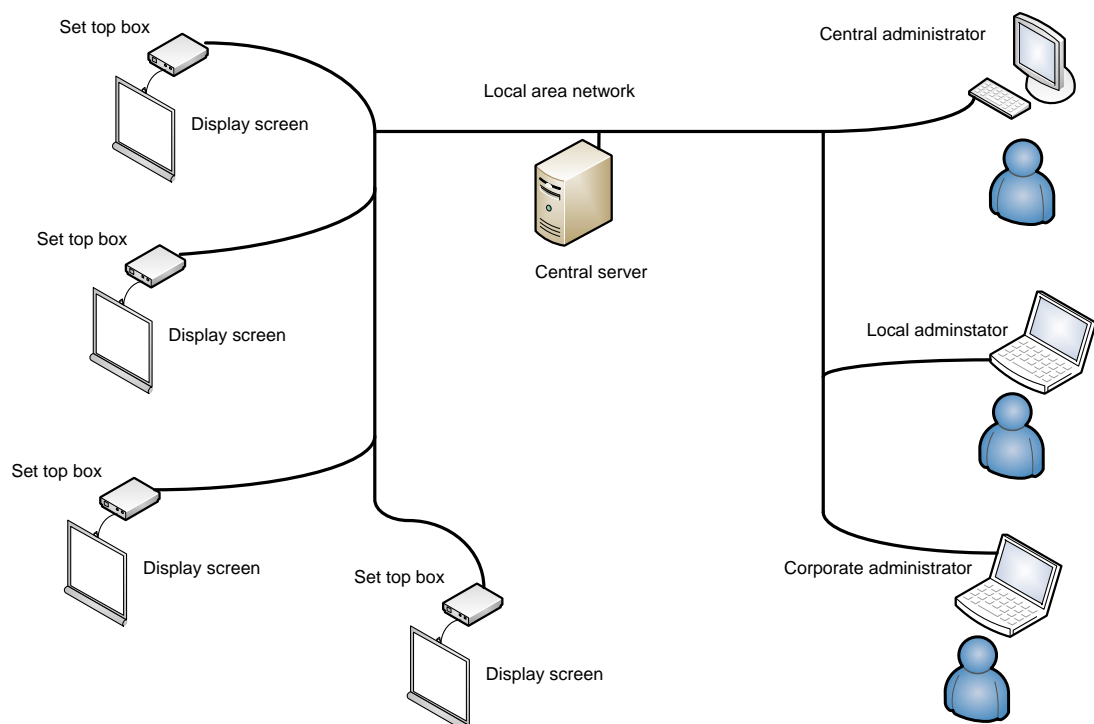
### 3. Brief overview of the signage system.

The digital signage system is server based which can be accessed from anywhere in the university's network through a web browser such as Internet Explorer or Mozilla Firefox. Content, the material to be displayed on the screens (video, still images, slide shows, text, RSS feed), is uploaded to and stored on the server by administrators. There are three classes of administrator:

- The central administrator who is responsible for setting up and maintaining the system. This is a member of the IT team. The central administrator has access to all parts of the system.
- Corporate administrator who is responsible for corporate messages being displayed and is a member of the Marketing and Communications Service. The corporate administrator has access to parts of all screens in the system.
- Local administrator who is responsible for one or more screens within a physical area of the University. Information displayed is relevant to the area in which the screen is situated. Access is restricted to the three areas described on the preceding page. Text, video, slide shows and pictures may be uploaded.

Administrators upload content, playlists (the order in which material will be shown) and schedules (when the material will be shown) to the server. A set-top box attached to each display screen acquires the material from the server, decodes it and displays it on the screen.

The time between uploading material to the server and it being displayed on a screen is approximately one minute.



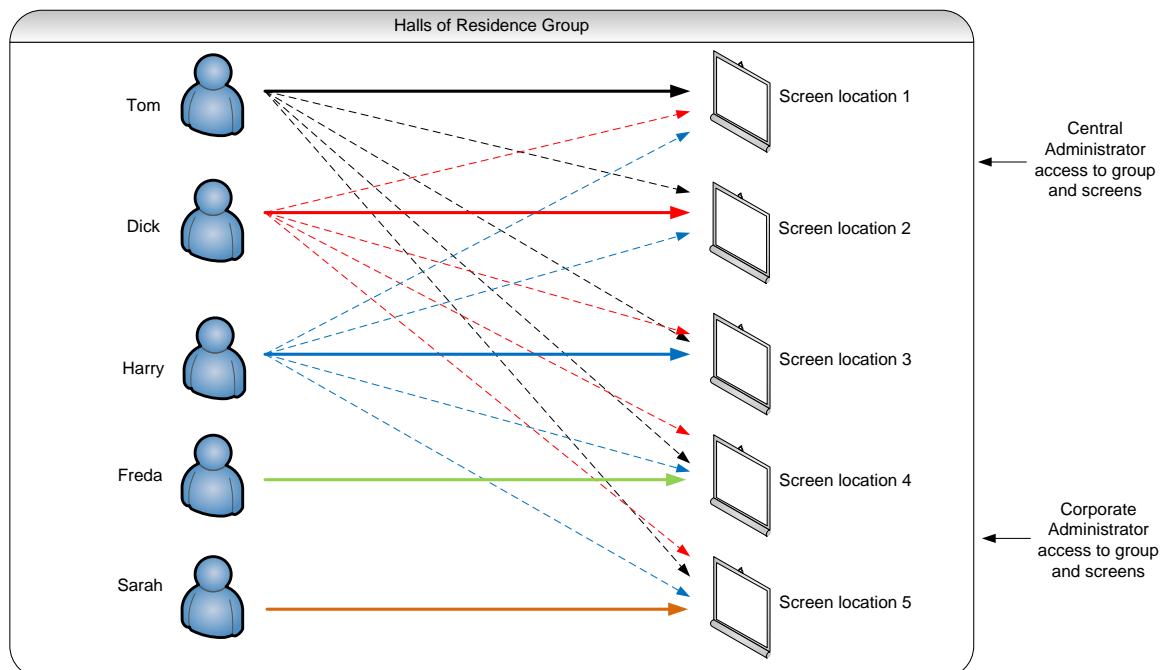
#### 4. How the signage system is organised

The signage system works on the concepts of groups, screens and layouts on screens.

Administrators belong to a group: currently there are 14 groups. Each group has access to a number of screens and areas of layout on each screen. Access to some parts of the screen layout is controlled so that corporate messages/information can be sent to all screens in the University (see layout diagram in section 1).

Each screen is located in a particular area and would normally be administered by someone in or close to that area. However, other local administrators can also access that screen as well. In this way, holidays, sickness etc can be covered so there is always someone to look after a screen. It also means that if there is some information that is relevant to a number of screens, one person can put it up without having to contact other administrators.

In the diagram below, Tom, Dick, Harry, Freda and Sarah all belong to the Halls of Residence Group which has five screens in it. Tom normally looks after screen location 1, but also has access to the other four screens. Dick normally looks after screen location 2 but he can also access the other four screens. Harry, Freda and Sarah look after screen location 3, 4 and 5 respectively with access to the other four screens. For the sake of clarity, Freda and Sarah's links to their secondary locations have not been drawn in.



See section 9 for details of the groups, administrators and screens.

#### 5. What is involved in administering the system?

There are four stages involved in getting material displayed on the screens:

- Uploading content to the server. This can be video, PowerPoint presentations, photographs or other still images and text.
- Assigning the content to a layout (see diagram in section 1 for details of the default layout).

- Creating playlists: assembling the material in the order in which it will be displayed.
- Scheduling the playlists: organising the time at which the material will be displayed.

The success of the system will depend very much on:

- Keeping the material up to date and relevant. People will not read it if there is nothing on it for them.
- Keeping textual material simple and concise. Most youngsters have a limited attention span when it comes to reading information off a screen
- Making the displays eye catching. Our consumers are on the move and will easily walk past a screen and not give it a glance.

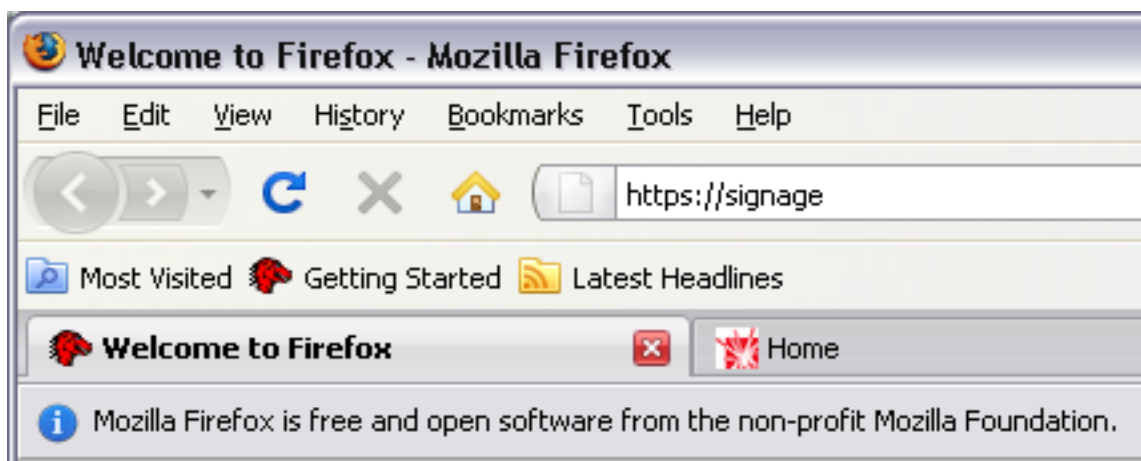
## 6. Using the system

### 6.1. Logging on

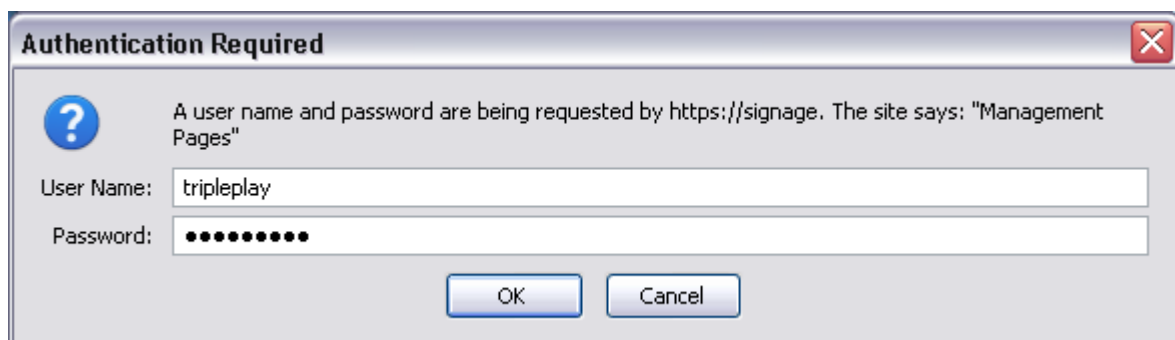
The system uses a web browser for access so you can log in using Mozilla Firefox or Internet Explorer from any PC in the university.

Open a web browser and type in <https://signage>

Make sure you type https and not http.



This will open a window asking you to authenticate to the system:



Type in **tripleplay** as the User Name and **flipchart** as the password then click on **OK**: this will take you to the Tripleplay home page. From the six buttons presented select **TripleSign**.

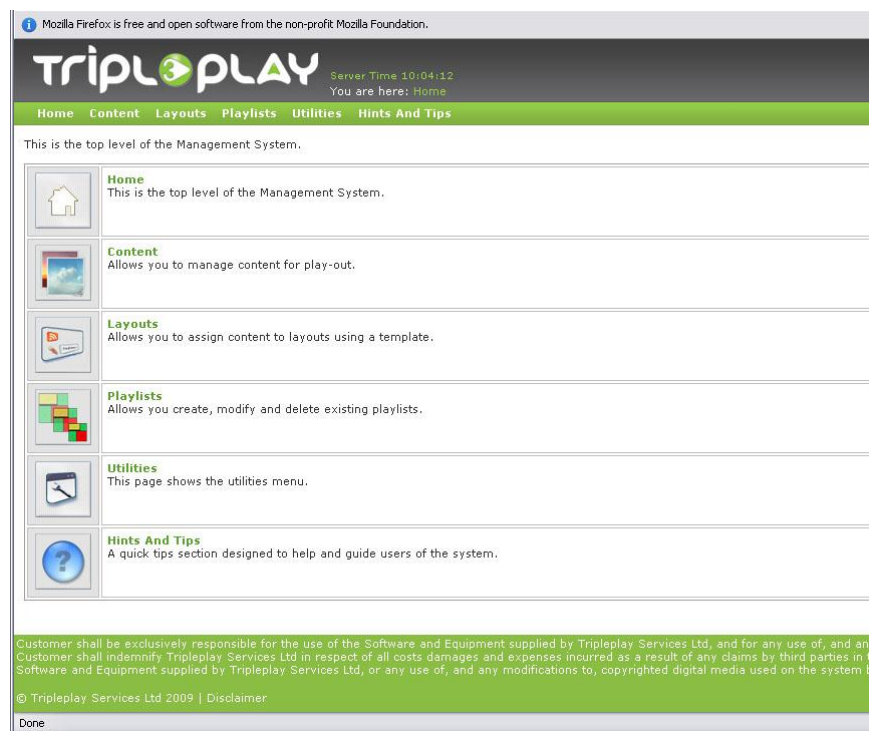
**Note:** this login is case sensitive. All text needs to be entered in **lower case**.



This will bring up a second login box. Enter your network user name (surname\_initial and sometimes a number) in the Username space. In the password section enter the password the System Administrator has given you.

Username	<input type="text"/>
Password	<input type="password"/>
<input type="button" value="Login"/>	

You will now see the signage home page:



Each icon on the screen acts like a button and gives access to a process.

At the top of the screen is a green ribbon: clicking on **Layouts**, **Playlists** or **Displays** takes you to a catalogue page showing material which you have access to. Clicking on **Content** creates a drop down menu from which you can select the type of content you wish to work with. Clicking on **Home** displays the screen shown above. Clicking on **Utilities** shows a blank screen and clicking on **Hints And Tips** brings up a not very useful list of hits and tips.

During the log in process you will get a screen advising you the certificate is not trusted and asking you if you want to continue.



Click on **Always trust content from this publisher** and **Yes** and a second warning will be displayed asking whether you want to run the application.



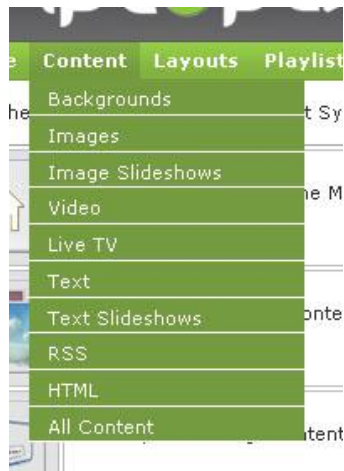
Click on **Always trust content from this publisher** and **Run**. When you log in at a future time, you will not be asked to repeat the two steps above.

## 6.2. Adding content to the system

Click on the **Content** button:



You can also click on the headings in the green ribbon at the top of the page. This opens a drop down menu from which you can make a selection.



From the list of options presented you will be able to add content to the following categories:

- Images
- Image slideshows
- Video
- Text
- Text slideshows

Select **Images** to start adding an image.

### 6.3. Adding an image

Click on the **Add Entry** button at the top left of the screen.



This will open the following dialogue box:

Add Image		
Name	<input type="text"/>	
Description	<input type="text"/>	
User Group Access	<input type="checkbox"/> Andrews LRC	<input type="checkbox"/> Blythe
	<input type="checkbox"/> CorporateAccess	<input type="checkbox"/> David Moxon
	<input type="checkbox"/> Emily Davis	<input type="checkbox"/> Estates
	<input type="checkbox"/> FMAS	<input type="checkbox"/> FTEC
	<input type="checkbox"/> Hamwic	<input type="checkbox"/> Library Floor 2
	<input type="checkbox"/> LIS	<input type="checkbox"/> LIS/Estates
	<input type="checkbox"/> Chantry	<input type="checkbox"/> Deanery
	<input type="checkbox"/> FaBSE	<input type="checkbox"/> Hamblemeads
	<input type="checkbox"/> Library Foyer	<input type="checkbox"/> Lucia Foster Welch
	<input type="checkbox"/> Matthews LRC	<input type="checkbox"/> Shackleton
<input type="checkbox"/> WMA		
<input type="button" value="Select All"/> <input type="button" value="Deselect All"/>		
From File	<input type="button" value="Browse..."/>	
<input type="button" value="Upload"/>		
<input type="button" value="Cancel"/>		

Give the image a name and add a description.

**Note:** - the view will change according to the number of display groups you have access to. If you only have access to one display group, you will have no tick boxes.

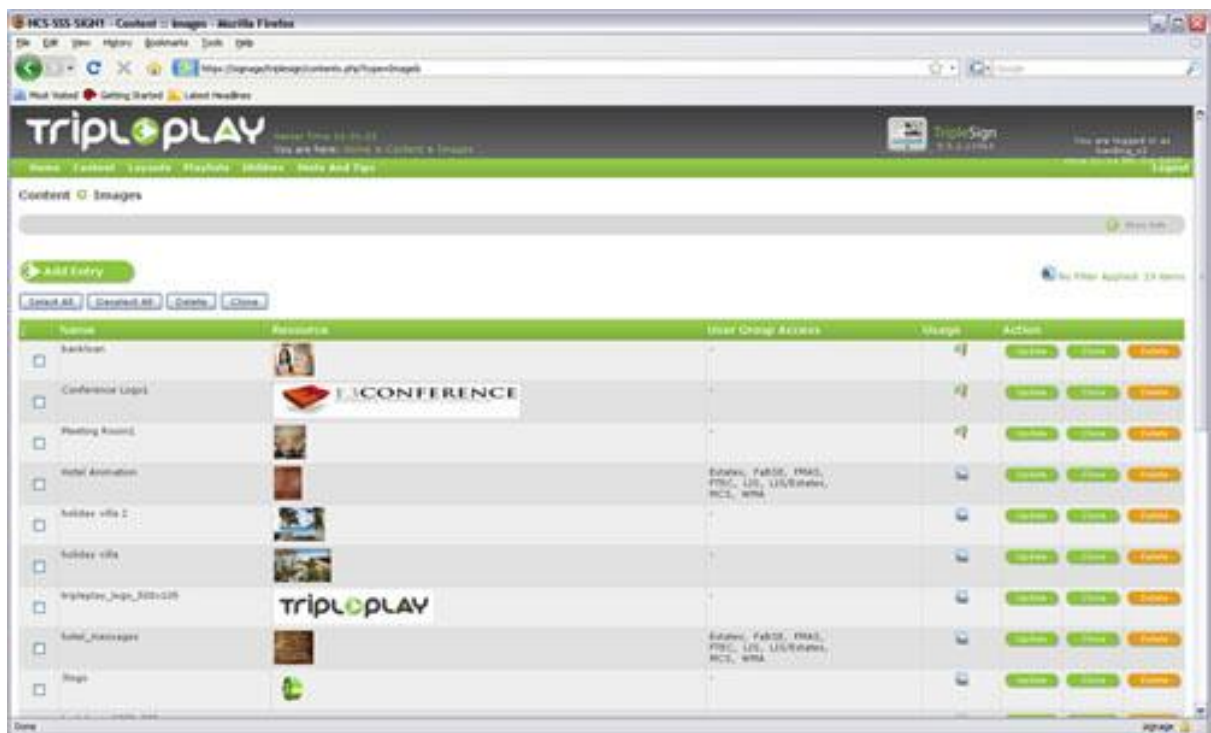
**The following restrictions on images apply:**

- The filename must not contain spaces or punctuation marks
- The file size must not exceed 2MB
- The file type must be .PNG, .GIF or .JPEG. No other file formats are allowed
- The aspect ratio of the image is 16:9 – images with differing aspect ratios will be cropped or the aspect ratio changed to fit


Use the **Browse** button to navigate to where the image is stored then click on the **Upload** button to store the image on the server. A thumbnail will then be displayed to enable you to check you have selected the correct image. Once you are happy, click on **Submit** and the image will be put into the list of images available. If you place the cursor on the list, a thumbnail picture will be displayed showing you what the picture is.


Click **Cancel** if you do not want to save the image.

The following screen shot shows a catalogue of images stored on the server.



To the right of the screen are three columns:

- **User Group Access** which shows which groups have access to the material
- **Usage** which shows which playlists the material is used in. A flag symbol  shows the material is ready for use but has not been allocated to a playlist. A rectangle with

a chain in the lower part  shows which playlists the material is assigned to when the cursor is moved over it.

- **Action** gives you three options. To update the image by adding another, to clone the image or delete it. Cloning is used to copy material so you create two identical images. Not useful for images but with other material you can then edit one to make it slightly different to the original and use in another location.

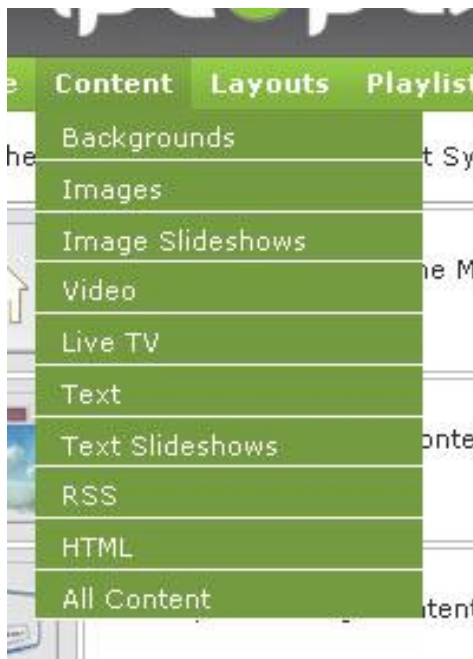
#### 6.4. Adding an image slideshow

**Note:** when you click on Add Entry, a message may be displayed asking you about whether you trust the certificate. Click on **OK** and you will be able to continue.

This option allows images to be linked together in a slide show. First you have to upload the images. In the **Home** page click on the **Add Content** button:



You can also click on **Content** in the green ribbon across the top of the screen and select **Image Slideshows** from the drop down menu.



Both actions will take you to the catalogue page which shows all the content stored on the server.

**Note:** more than one screen may be required to show all the content. To get to the other screen(s), click on the **1 2 Next** buttons at the bottom right of the screen.



Click on the **Add Entry** button at the top left of the screen. A new screen will be opened which has three upload/add boxes:

- Upload new image(s)
- Convert PowerPoint presentation/ Open Office presentation/PDF
- Add from existing content

Ideally images and presentations should already be 16:9 aspect ratio, but they can be converted later if needed.

To add an image slideshow, choose the **Upload New Image** box:

Using the **Browse** button navigate to where the file is stored.



**Note:** the filename must not contain spaces or punctuation marks and the file size must be less than 2MB.

Once the file has been located, click on the **Upload** button to upload it to the server. A message **File upload successful** will be displayed at the top left of the screen and a thumbnail view of the image will be shown right at the bottom of the screen. You will have to scroll down to see it. Repeat the process for each image you want in the slideshow.

In the preview pane not only is there a thumbnail view of the image, but also its size in pixels is given. Under the **Action** heading there are two buttons, **Update** and **Delete**.

In the preview pane not only is there a thumbnail view of the image, but also its size in pixels is given. Under the **Action** heading there are two buttons, **Update** and **Delete**.

## Images in Slideshow

Slide Order	Preview	X	Y	Action
1		2288	1712	<a href="#">Update</a> <a href="#">Delete</a>
2		2288	1712	<a href="#">Update</a> <a href="#">Delete</a>
3		2288	1712	<a href="#">Update</a> <a href="#">Delete</a>
4		2288	1712	<a href="#">Update</a> <a href="#">Delete</a>
5		2288	1712	<a href="#">Update</a> <a href="#">Delete</a>

Resize all images X  Y  [Resize](#)

[Submit](#) [Cancel](#)

In the preview pane not only is there a thumbnail view of the image, but also its size in pixels is given. Under the **Action** heading there are two buttons, **Update** and **Delete**. If you click on the



button this will open another window which will allow you to make a number of changes.

<b>Swap With</b>	<input type="text" value="Image 2"/>	<a href="#">Swap</a>
<b>Change Dimensions</b>	Width: <input type="text" value="2288"/> px Height: <input type="text" value="1712"/> px Preserve aspect ratio : <input type="checkbox"/>	<a href="#">Change Size</a>

[Back](#)



You can swap the order of the images by selecting from the drop down menu. When you click on **Swap** the relative positions of the images will be changed. The message **Image 1 has been successfully swapped** will be displayed to the upper right of the screen.

If you want to change the size of the image enter the new size in the X and Y boxes. You should also tick the **Preserve aspect ratio** box or some distortion will occur when the resizing takes place. Then click on **Change Size** to effect the changes. The message **Image 1 has been resized** will be displayed to the upper right of the screen.

**Hint** – it is probably better to leave any resizing of images until you are adding them to a layout where they can be resized to fit the cell.

Once you have made any changes, click on the **Back** button to get back to the main screen.

Slideshow		
Name	<input type="text"/>	
Description	<input type="text"/>	
User Group Access	<input type="checkbox"/> UGASQS-Finance	<input type="checkbox"/> UGCityCentreLibrary
	<input type="checkbox"/> UGCityCentreResidences	
	<input type="checkbox"/> UGCorporateAccess	<input type="checkbox"/> UGFaBSE
	<input type="checkbox"/> UGFMAS	
	<input type="checkbox"/> UGFTEC	<input type="checkbox"/> UGLearningResourceCentres
	<input type="checkbox"/> UGLIS	
	<input type="checkbox"/> UGReception	<input type="checkbox"/> UGStudentsUnion
	<input type="checkbox"/> UGWMLibrary	
	<input type="checkbox"/> UGWMAPublicAccess	<input type="checkbox"/> UGWMAResidences
	<input type="button" value="Select All"/>	<input type="button" value="Deselect All"/>

In the **Slideshow** box enter a name and brief description and then select who will have access to it (remember – no spaces in the Name box). Then in the **Images in Slideshow** display at the bottom of the screen look at the dimensions of the image (shown in pixels). If this differs from the dimensions of the display area (see diagram on page 4) you will need to resize it. You can do this now or latter. Enter the size in the two boxes labelled **Resize all images** (bottom left of screen) and click on **Submit**.

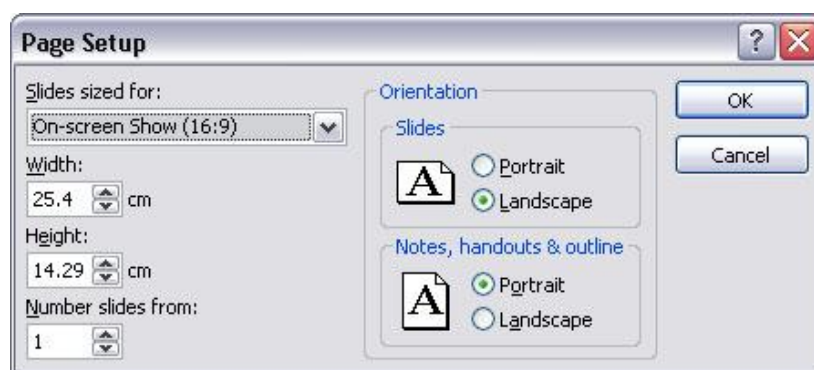
**Note:** - the view will change according to the number of display groups you have access to. If you only have access to one display group, you will have no tick boxes.

To add more slides to the slideshow, find its entry in the catalogue and click on **Update** (on the right of the screen). This brings up a screen which shows all the detail of that slideshow's content. In the **Upload New Image** box, click on **Browse** to navigate to the image and click on **Upload**. The new image will be appended to the list at the bottom of the screen and can be resized as described above.

**Note:** - there are many useful university images on the S drive. Go to S://MCS/Public and browse the folders there.


#### 6.4.1. Setting up PowerPoint for slideshows

When using PowerPoint, the presentation must be set up to 16:9 so it displays correctly on the screen. In PowerPoint 2007 click on the **Design tab** and select **Page Setup** (on the extreme left of the ribbon). This will open a dialogue box: select **On-screen Show (16:9)** from the pull down menu and click **OK**.



**Note** – some images may appear stretched as they are adjusted to the new aspect ratio.



**Note** - When the file is saved it must be saved in 2003 format. To do this click on  (top left of screen – sometimes called the Pizza button) and select **Save As** from the drop down menu. Now move the mouse pointer over to the right and select **PowerPoint 97 – 2003 Presentation**. Enter the filename making sure there are no spaces or punctuation marks used.

**Note:** TripleSign does not recognize Office 2007 file formats.

Care is needed in choosing the best font style and size so it can be easily read. The background is also important in that it must create a strong contrast with the text. In general:

- Use a true type font with a size around 28pt
- Dark text on a light non textured background should be clearest
- Trebuchet MS looks best, but Calibri and Tahoma and work well
- Keep the number of words to a minimum consistent with getting the message over
- Run the spelling and grammar check before uploading to the signage server.

#### 6.4.2. Uploading slide shows

This follows the same pattern as adding an image. When you click on **Add Entry**, the **Upload Image** screen appears. Uploading images is the same process as outlined in 5.4 above. Presentations in PowerPoint, Open Office or .pdf formats can be uploaded. Before uploading they must be converted to 16:9 format (see 5.4.1 above). Material that is already on the server can also be added by browsing through and selecting it.

The slideshow needs to be named, described and allocated to user groups before it is uploaded. When you click on the **Upload** button, a timer ribbon appears with the caption “**Uploading**”. After a short while this will change to “**Conversion in progress**”. The larger the file size, the longer this process takes.

**Upload New Image**

From File

---

**Convert Powerpoint presentation / Open Office Presentation / PDF**

From File

Requires Java Runtime Environment v1.2.2 or newer to run

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**Add From Existing Content**

From Content

---

**Slideshow**

Name

Description

**User Group Access**

<input type="checkbox"/> Andrews LRC	<input type="checkbox"/> Blythe	<input type="checkbox"/> Chantry
<input type="checkbox"/> CorporateAccess	<input type="checkbox"/> David Motion	<input type="checkbox"/> Deanery
<input type="checkbox"/> Emily Davis	<input type="checkbox"/> Estates	<input type="checkbox"/> FabSE
<input type="checkbox"/> FMAS	<input type="checkbox"/> FTFC	<input type="checkbox"/> Hamblemeads
<input type="checkbox"/> Hamwic	<input type="checkbox"/> Library Floor 2	<input type="checkbox"/> Library Foyer
<input type="checkbox"/> LIS	<input type="checkbox"/> LIS/Estates	<input type="checkbox"/> Lucia Foster Welch
<input type="checkbox"/> Select All	<input type="button" value="Deselect All"/>	<input type="checkbox"/> Matthews LRC
		<input type="checkbox"/> Shackleton
		<input type="checkbox"/> WMA

---

**Images in Slideshow**

Slide Order	Preview	X	Y	Action
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>				

**Note:** - the view will change according to the number of display groups you have access to. If you only have access to one display group, you will have no tick boxes.

Once the material has been uploaded, it will be listed at the bottom of the page image by image or slide by slide. Placing the cursor over each image or slide and clicking on it will display the image or slide as it will appear on the signage.

**Note:** this opens a new tab in your browser. If you go back to the tab displaying the list of slides or images, you have the options to update or delete the image or slide.

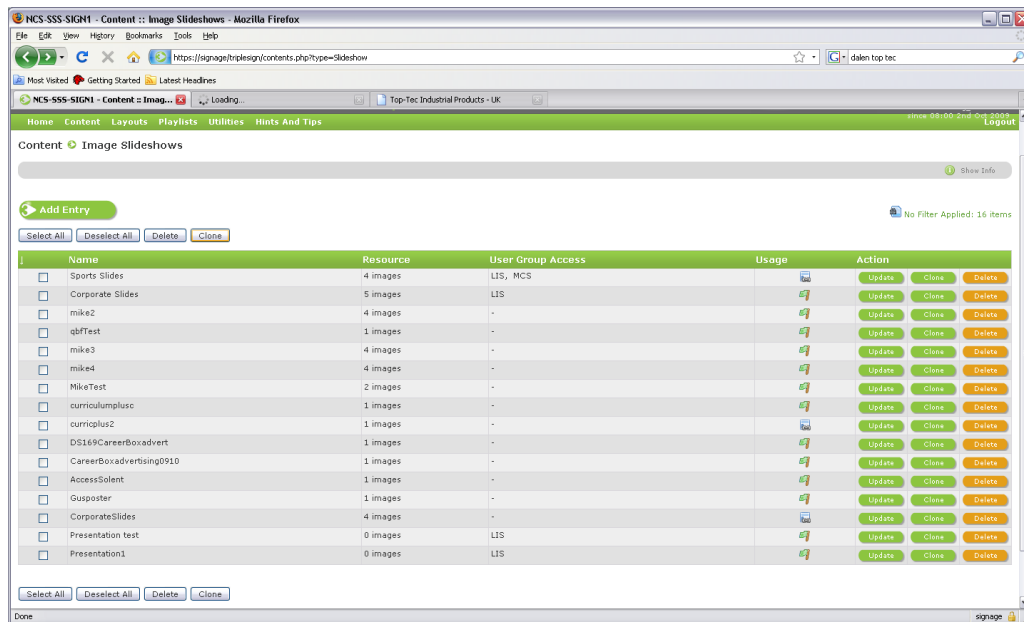
If you click on **Update**, the following screen will be displayed.

You now have the options to **Swap** the image order. Click on the down arrow and select the slide/image you want to swap it with and then click on **Swap**. A message will appear at the top of the screen confirming the change.



You can also change the size of the slide. The current size is displayed on the screen: delete the value shown and insert the new value in pixels (see diagram on page 4 for cell sizes in pixels). If you check the **Preserve aspect ratio** box, you only need enter one value.

Clicking **Back** takes you back to the upload screen with the list of images/slides beneath it. Right at the end of the list on the bottom left of the screen there is an option to change the size of all the slides/images. Enter the values in pixels: there is no option to preserve the aspect ratio here. Then click **Submit** to finalise the operation. The material available is now shown in a catalogue.

If you run the cursor over each item in the list, a thumbnail view of the material will be displayed.



To the right of the screen are three columns:

- **User Group Access** which shows which groups have access to the material
- **Usage** which shows which playlists the material is used in. A flag symbol  shows the material is ready for use but has not been allocated to a playlist. A rectangle with a chain in the lower part  shows which playlists the material is assigned to when the cursor is moved over it.
- **Action** gives you three options. To update the playlist by adding more material, to clone the material or delete it. Cloning is used to copy a playlist so you create two identical playlists. You can then edit one playlist to make it slightly different to the original.

## 6.5. Adding video

The screenshot shows the uploading video page and the process is the same as loading an image or slide show. The page is in two parts: uploading a new video or using material already stored on the server.

In the **Upload a New Video** dialogue box you must enter an **Asset ID**. This can be a name or number but must not contain spaces or punctuation marks.



The **Family** option has a drop down menu allowing a choice of Education, General or Information. The **Category** option has a drop down menu that allows you to choose the genre of the video: nine options are available. Browse to the file which must be MPEG2 and click **Upload File**.

In the **Add Video** window, the **Resource (Video)** option drop down menu lists all the video material stored on the server.

Clicking on **Submit** sends the material to the server and it will be catalogued on the video content page.

**Note:** - the view will change according to the number of display groups you have access to. If you only have access to one display group, you will have no tick boxes.

On the catalogue page to the right of the screen are three columns:

- **User Group Access** which shows which groups have access to the material
- **Usage** which shows which playlists the material is used in. A flag symbol  shows the material is ready for use but has not been allocated to a playlist. A rectangle with a chain in the lower part  shows which playlists the material is assigned to when the cursor is moved over it.
- **Action** gives you three options. To update the playlist by adding more material, to clone the material or delete it. Cloning is used to copy a playlist so you create two identical playlists. You can then edit one playlist to make it slightly different to the original.

**Note:** all video material must be in MPEG2 format. If you have video in other formats such as Flash, WMV etc, send them to Stephen Harding, preferably on a CD or DVD, for conversion.

## 6.6. Adding text

The adding text screen is shown below. Care is needed in using it to get the best effect.

The upper part of the window is for identifying the text and allocating it to user groups. The lower part of the window is for entering and formatting the text.

**Note:** To get the best from the text follow these guidelines:

- Trebuchet MS is the preferred font

- You can also use Arial, Tahoma or Times New Roman fonts
- Do not use a text size smaller than 4: preferably use larger
- Prepare the text in a word processing application such as Word so you can spell check it. Then cut and paste it into the add text window (Highlight the text the press Control C to copy it. Click into the add text window and press Control V to paste the text in.)
- Use underlining sparingly. It is better to embolden or italicise the text to emphasise it
- Only use strong colours (the T symbol on the extreme right gives access to colours) for the text

Clicking on **Submit** sends the text to the server and it will be displayed in the catalogue. If you hold the cursor over the entry in the catalogue, the full text is displayed.

### 6.7. Adding text slides

Text slides are very useful when you want to put up a simple message quickly. They can use a single slide or can be made up with multiple slides.

Click on the **Add Entry** button to bring up the dialogue box. Enter a name, description and who has access to it.

Click on the **Add Slide** button and a window is added to the box. Enter the text you want to display in the box. If you wish to add another slide, just click on the **Add Slide** button again and another text box is opened. You can repeat this as many times as you want.

**Note:** - the view will change according to the number of display groups you have access to. If you only have access to one display group, you will have no tick boxes.

Update Text Slideshow	
Name	text test
Description	test to see how to enter text slideshow
User Group Access	<div> <input type="checkbox"/> CorporateAccess           <input type="checkbox"/> Estates           <input type="checkbox"/> FaBSE         </div> <div> <input type="checkbox"/> FMAS           <input type="checkbox"/> FTEC           <input type="checkbox"/> Library Floor 2         </div> <div> <input type="checkbox"/> Library Foyer           <input type="checkbox"/> LIS           <input type="checkbox"/> LIS/Estates         </div> <div> <input type="checkbox"/> WMA         </div> <div> <input type="button" value="Select All"/> <input type="button" value="Deselect All"/> </div>
Text Slide 1	<div>This is a test slide no 1</div> <div></div>
Text Slide 2	<div>This is a test slide no 2</div> <div></div>
<input type="button" value="Add Slide"/>	
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

## 7. Adding material to a layout

Once material has been uploaded to the server, it needs to be added to a layout before it can be used. Click on the **Layout** button or click on **Layouts** in the green ribbon at the top of the screen.



This will display a catalogue showing all the layouts available.

Select the layout you want to add material to and click on **Update**. You will then be shown a screen which describes what each part of the layout is for and what is currently allocated to it.

Cell	Cell Type	Content	User Group Access	Action
0	Background	Background - SSUBackground2	-	<a href="#">Update</a>
1	Image	Slideshow - CorporateSlides	Library Floor 2	<a href="#">Update</a>
2	Text	RSS - bbc_news	-	<a href="#">Update</a>
3	Image	HTML - SelfRefreshClock	-	<a href="#">Update</a>
4	Video	Video - Thatcher	Library Floor 2	<a href="#">Update</a>
5	Image	Image - andrews	Library Floor 2	<a href="#">Update</a>
6	Image	Image - BBCack	-	<a href="#">Update</a>
7	Image	HTML - CorpSpace	CorporateAccess	<a href="#">Update</a>
8	Text	-	CorporateAccess, Library Floor 2	<a href="#">Update</a>

To select an area to add content to either click on **Update** on the line in the catalogue or double click on the area in the layout diagram to the top left of the screen. This will display the layout's properties with a preview of what will be shown.

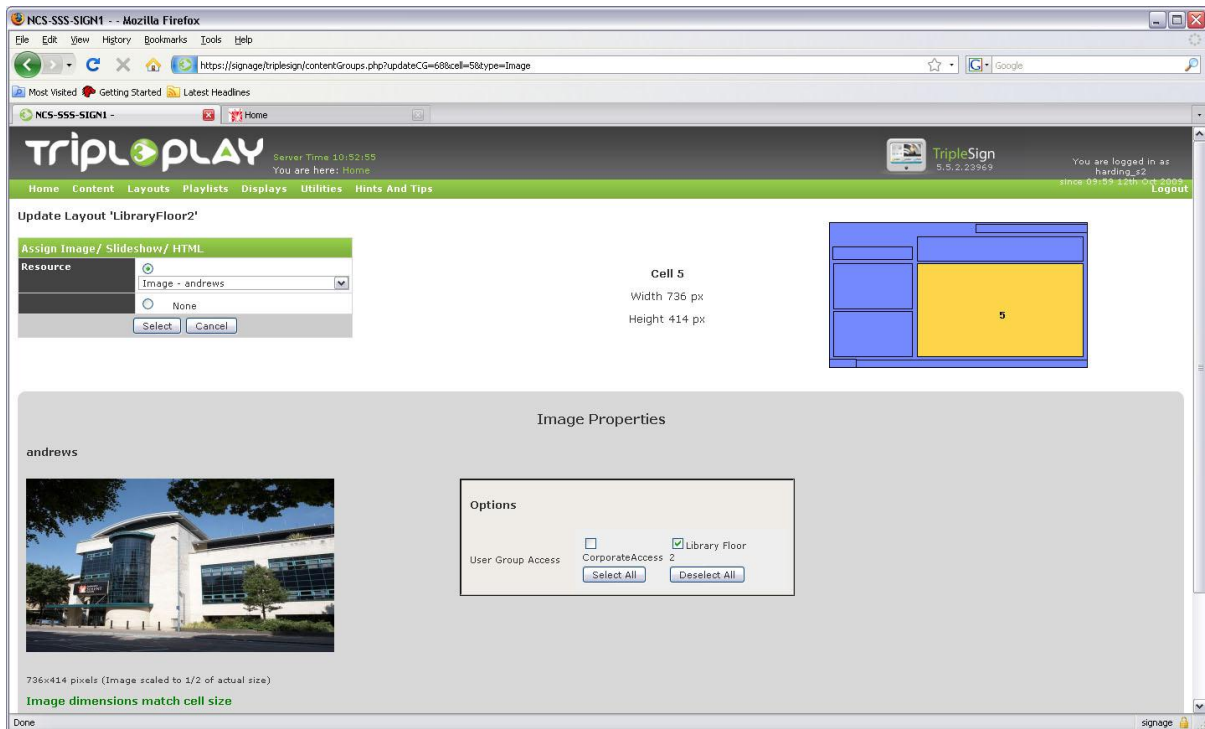
### 7.1. Adding an image to the layout

To change the properties go to the box at the top left of the screen titled **Assign Image/Slide Show/HTML** and click on the down arrow. From the list displayed, select the material you want and click on **Select**. The preview window will now show the selected item. The box in the centre of the screen will display the image properties.

If the image is not the same size as the display area you have two options:

- **Resize to fit the cell.** This will adjust the image size to fit the cell: some stretching or compression may be visible

- **Scale resize.** This preserves the aspect ratio of the image: some cropping may be visible.



You can also change who has access to the material.

If you don't want an image to be shown, click on **None** in the **Assign Image/Slide Show/HTML** box. The signage background will be shown in the space, which is better than having a black screen.

Once you are satisfied with the result, click on **Submit** at the bottom of the screen. A timer bar shows the material is being converted.

## 7.2. Adding a slide show to a layout

This follows a similar process to adding an image. In the **Assign Image/Slide Show/HTML** box click on the down arrow and choose a slideshow. A thumbnail slide image will be shown in the bottom left corner of the screen that will tell you how many slides are in the show. If the image size of the slide is not the same as the layout area an error message **Dimensions of slides are different to cell** will be displayed. If you check **Resize the slides** in the **Options** box the slides will be scaled to fit. Note, some stretching may be visible and circles look more like ovals. Also in the **Options** box you are able to specify how long the slide is displayed for.

**Useful tip:** Remember most people will read at about 3 words per second, so count up the number of words on the "longest" slide and divide by 3 to give you the minimum display time.

You can also change who has access to the material.

If you don't want an image to be shown, click on **None** in the **Assign Image/Slide Show/HTML** box. The signage background will be shown in the space, which is better than having a black screen.

Once you are satisfied with the result, click on **Submit** at the bottom of the screen. A timer bar shows the material is being converted.

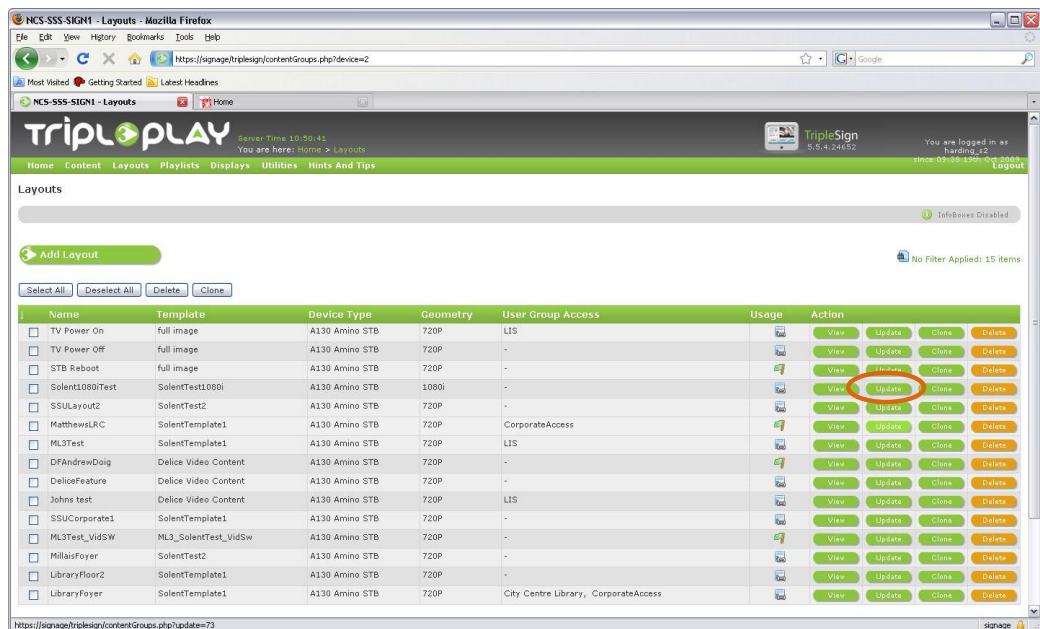
### 7.3. Adding text to the layout

Click on **Layouts** in the green ribbon at the top of the screen or click on the Layouts button on the home page.

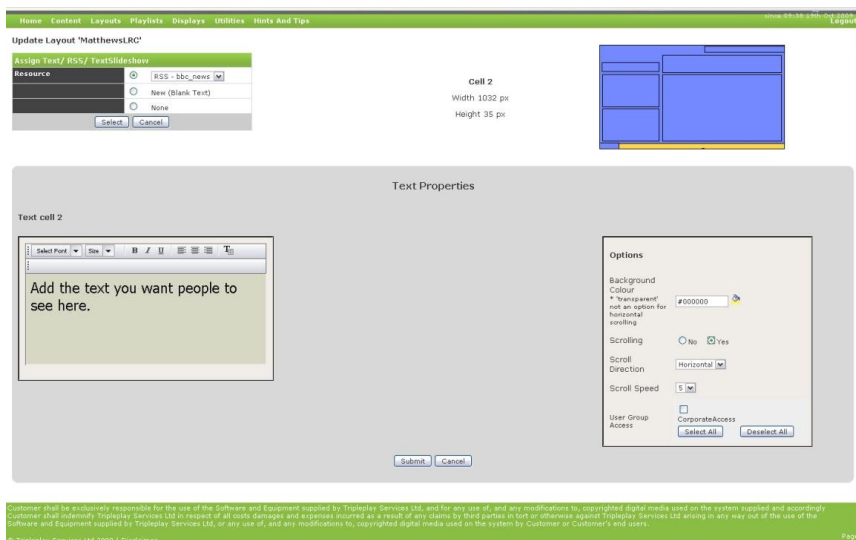


This will show the catalogue of layouts available. **Note** – you will not have access to all the layouts shown.

Choose a layout to which you have access and click on **Update** on the right side of the screen.



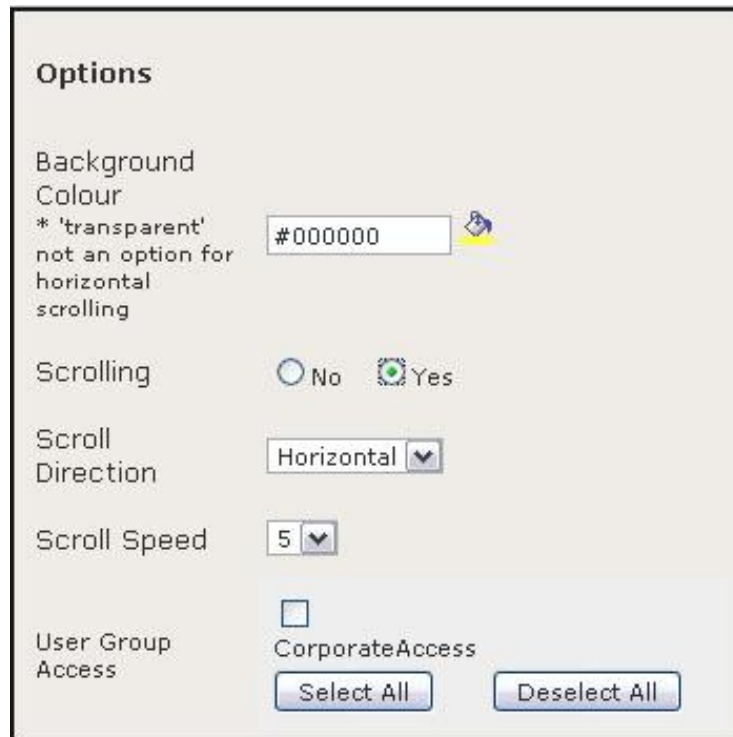
This will bring up the Text Properties page as shown below.




In the top left corner of the screen, click on **New (Blank Text)** in the **Assign Text/RSS/TextSlideshow** window and click on **Select**. Then in the lower part of the properties page add the text you want to display in the text box. This is a very simple text editor in which you can change the fonts, font size and text colour and add some simple formatting. **Note:** there is no spell checker included here but you can type your text in a word processor such as Word, spell and grammar check it and then copy and paste it into the text box.

**Tip:** use a font size of 4 or greater. Trebuchet MS and Tahoma work best as fonts. Avoid using underlining; embolden and italicise text for impact.

Finally in the **Options** box to the right of the screen you can choose how the text will be displayed.



**Options**


Background Colour  
 \* 'transparent' not an option for horizontal scrolling  
 

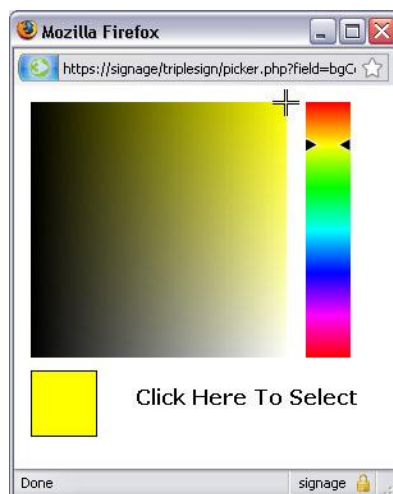
Scrolling ☐ No ☒ Yes

Scroll Direction  ▼

Scroll Speed  ▼

User Group Access ☐ CorporateAccess

Set the background colour by clicking on the paint pot icon . This opens a window:



Colour selection is a two stage process. First move the two arrows up or down the colour bar on the right of the window. The colour in the large box to the left changes as the “slider” is moved. The

final choice is made by moving the cross icon  over a region in the big window. The square to the bottom left of the window shows the final background colour. Click on the

**Click Here To Select** caption at the bottom right of the colour window and this will set the colour. This can take a few seconds to complete and an alpha numeric colour code will be shown in the window next to the paint pot icon.

**Note:** you cannot have a transparent background for scrolling text.

The next thing to do is to decide whether you want the text to be static or scrolling. Click on the appropriate button. If you select yes, another small text box is shown offering you the choice of horizontal or vertical scrolling. You can also set the speed of scrolling in the range of 1 to 5.

**Tip:** horizontal scrolling is easier to read and should be set to a speed of 5.

Finally select the appropriate user group and click on **Submit** at the bottom of the screen to save. This takes you back to the catalogue page.

If you want to have a preview of what the layout will look like when it is displayed, click on the **View in Visual Editor** button underneath the layout diagram and a full screen representation of the layout will be shown.



**Note:** the screen resolution and aspect ratio of your monitor can give a false impression of the final layout.

**Note:** do not click on update template: this brings up an error message.

#### 7.4. Adding video to the layout

Click on **Layouts** in the green ribbon at the top of the screen or click on the Layouts button on the home page.



This will show the catalogue of layouts available. **Note** – you will not have access to all the layouts shown.

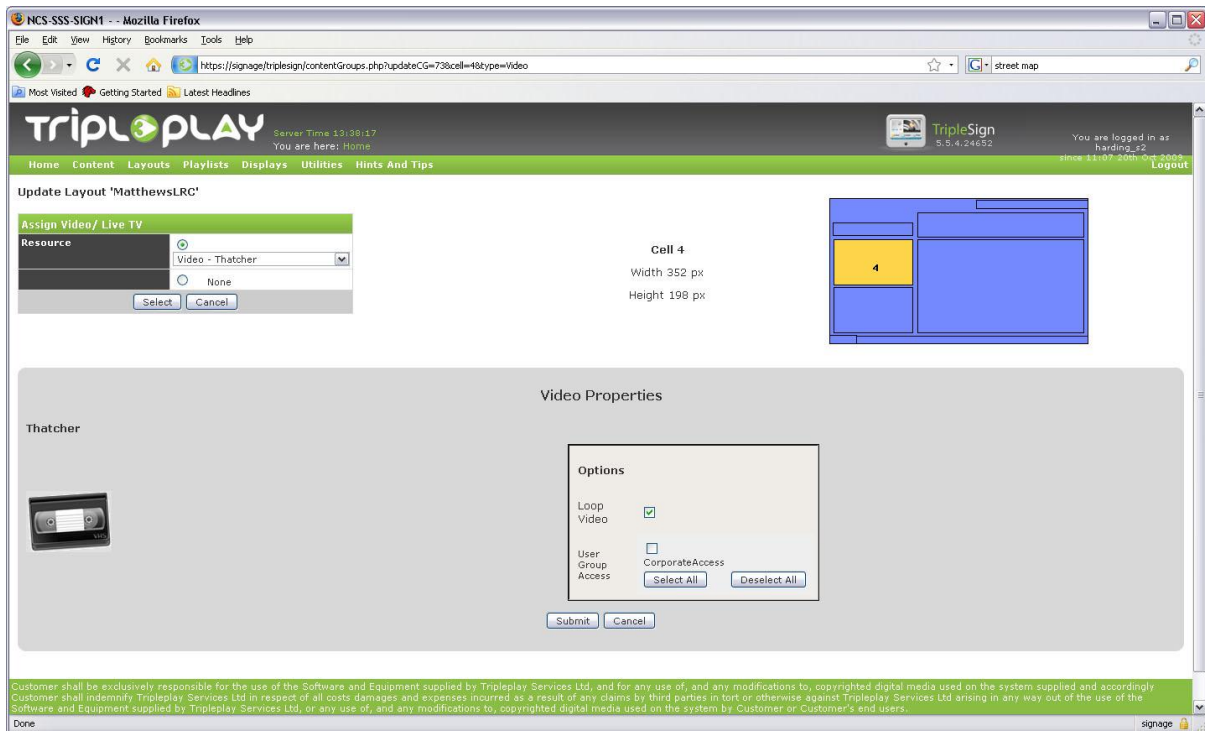
Choose a layout to which you have access and click on **Update** in its entry: this opens the layout properties page.

Name	Template	Device Type	Geometry	User Group Access	Usage	Action
TV Power On	full image	A130 Amino STB	720P	LIS		View Update Clone Delete
TV Power Off	full image	A130 Amino STB	720P	-		View Update Clone Delete
STB Reboot	full image	A130 Amino STB	720P	-		View Update Clone Delete
Solent1080Test	SolentTest1080i	A130 Amino STB	1080i	-		View Update Clone Delete
SSULayout2	SolentTest2	A130 Amino STB	720P	-		View Update Clone Delete
MathewsLRC	SolentTemplate1	A130 Amino STB	720P	CorporateAccess		View Update Clone Delete
ML3Test	SolentTemplate1	A130 Amino STB	720P	LIS		View Update Clone Delete
DFAndrewDoig	Delice Video Content	A130 Amino STB	720P	-		View Update Clone Delete
DeliceFeature	Delice Video Content	A130 Amino STB	720P	-		View Update Clone Delete
Johns test	Delice Video Content	A130 Amino STB	720P	LIS		View Update Clone Delete
SSUCorporate1	SolentTemplate1	A130 Amino STB	720P	-		View Update Clone Delete
ML3Test_VidSW	ML3_SolentTest_VidSW	A130 Amino STB	720P	-		View Update Clone Delete
MLAsFoyer	SolentTest2	A130 Amino STB	720P	-		View Update Clone Delete
LibraryFloor2	SolentTemplate1	A130 Amino STB	720P	-		View Update Clone Delete
LibraryFoyer	SolentTemplate1	A130 Amino STB	720P	City Centre Library, CorporateAccess		View Update Clone Delete

The layout properties page shows the title and type of content that has been allocated to each cell on the screen.

Cell	Cell Type	Content	User Group Access	Action
0	Background	Background - SSUBackground2	-	Update
1	Image	Slideshow - CorporateSlidesLarge	-	Update
2	Text	Text - Text cell 2	-	Update
3	Image	HTML - SelfRefreshClock	-	Update
4	Video	Video - Thatcher	-	Update
5	Image	Slideshow - CorporateSlidesLarge	-	Update
6	Image	Image - BBCock	-	Update
7	Image	Image - WelcomeBig	CorporateAccess	Update
8	Image	-	CorporateAccess	Update

To add new video material you can either click on **Update** in the line entry in the catalogue, or **Double Click** on the red cell in the layout diagram in the top left of the screen. This opens up the **Video Properties** page.



In the **Assign Video/LiveTV** box at the top left of the screen, click on the down arrow and a list of all the video material available will be displayed. Select the material you want and then click on **Select**. The title will be displayed above the video cassette symbol on the left of the screen.

If you do not want to display any video, click on None in the **Assign Video/LiveTV** box: the signage background will be shown in the video cell. If you do not do this, a black rectangle will be displayed if there is no video material selected.

In the **Options** box you can set the video to automatically loop back to the beginning when it reaches the end and decide who has access to the material.



Finally, at the bottom of the screen click on **Select** to save to the server or **Cancel** if you want to exit without making any changes. This will take you back to the layout properties screen.

If you want to have a preview of what the layout will look like when it is displayed, click on the **View in Visual Editor** button underneath the layout diagram and a full screen representation of the layout will be shown.



**Note:** the screen resolution and aspect ratio of your monitor can give a false impression of the final layout.

**Note:** do not click on update template: this brings up an error message.

## 8. Creating a playlist

A playlist is a way of organising material to shown. It enables you to decide in which order material should be displayed and for how long. Unless a playlist is scheduled (see section 8 below) it will play continuously looping back to the beginning when it reaches the end.

To create a playlist, click on the **Add Playlist** button and the following window will open.

Fill in a name and description: do not change the device type or geometry. Then click on **Save Changes**. The window will now change as shown below.


**Note:** - the view will change according to the number of display groups you have access to. If you only have access to one display group, you will have no tick boxes.


+

**Note:** - the view will change according to the number of display groups you have access to. If you only have access to one display group, you will have no tick boxes.

You can now select who the playlist will be available to.

Next click on the **Edit Frame** button at the bottom of the screen and the screen will change. To add a frame to the playlist, click on **Please Select**, and from the drop down menu choose the item you want. Set the time you want the item displayed for using the hours minutes and seconds drop down menus. Click on **Submit** and a thumbnail image will be displayed in the centre of the box.

To add further frames, click on the plus sign,  to the right of the frame thumbnail you have just created. This will add another edit box alongside the frame you have just created. Repeat the process described above and click on **Submit**. You can add as many frames as you like.



If you want to change the order of the frames click on the  symbol between the frames: the adjacent frames will be swapped with each other.

Make sure you click on **Save Changes** when you have finished editing. It is good practice to save the changes each time you finish editing a frame.

Once you have saved the changes, the playlist will appear in the catalogue page. Moving the cursor over each entry gives a thumbnail view of the first item in the list.

On the catalogue page to the right of the screen are three columns:

- **User Group Access** which shows which groups have access to the playlist

- **Usage** which shows which display group the playlist is used in. A flag symbol  shows the playlist is ready for use but has not been allocated to a display group. A rectangle with a chain in the lower part  shows which display group the playlist is assigned to when the cursor is moved over it.
- **Action** gives you three options. To update the playlist by adding more frames, to clone the list or delete it. You would clone the list if you want to use a slightly different set of content on another display group.

**Note:** There is a **Default Playlist** that will be used when you have nothing local to be shown on your screen(s). This will be created by the Marketing and Communications team.

## 9. Scheduling a playlist

You can only schedule an existing screen or group; you cannot create a new screens group. This can only be done by the System Administrator.

On the **Home** page click on the **Displays** icon:



### Displays

Allows you to manage the grouping of nodes and assign schedules / playlists of content.

This will bring up the displays catalogue page showing all the display groups that are available. Find the display group you want to schedule and put a tick in the box on the left of its line. Now click on **Schedule** over to the right of the screen. This will bring up a series of windows, the first of which is similar to that shown below:

Add Content to Schedule			
Layout			
	SSULayout2		
	Start Time (HH:MM:SS)	hours 00 mins 00 secs 00	
	End Time (HH:MM:SS)	hours 00 mins 59 secs 59	
Repeat Every	hours 00 mins 00 secs 00 times 0		
Add Content			

This window is used to select the layout you want to use on your screen. In the **Layout** pane, click the down arrow and select the requisite screen from the drop down list. Now set the **Start Time** and **End Time** in their respective panes. When setting the end time make sure you have entered the correct time; it is easy to get confused here.

By using the **Repeat Every** feature you can schedule repeat showings of this layout. In the example shown below, a layout has been scheduled to start at 9.00am and be shown for 59 minutes and 59 seconds. It is then repeated every two hours three times.

Click on **Add Content** to save. A timeline will appear at the top of the screen showing when this layout is scheduled to be played. It also lists the playings in order. Individual items can be deleted by clicking on the **Delete** button in the **Action** column.

# LibraryFloor2

00:00	03:00	06:00	09:00	12:00	15:00	18:00	21:00

Colour	Number	Name	Start Time	End Time	Duration (mins)	Action
	1	SSUCorporate1	09:00:00	09:59:59	59 mins 59 secs	Delete
	2	SSUCorporate1	10:00:00	10:59:59	59 mins 59 secs	Delete
	3	SSUCorporate1	11:00:00	11:59:59	59 mins 59 secs	Delete

## Add Content to Schedule

Layout



Start Time (HH:MM:SS)

hours 00 mins 00 secs 00

End Time (HH:MM:SS)

hours 00 mins 59 secs 59

Repeat Every

hours 00 mins 00 secs 00 times 0

Add Content

The menu box screen allows you to add playlists to the schedule. First select the playlist you want to use and then fill in its start and end times before clicking on **Add Playlist** to save it. You can choose several different playlists to run at different times and they will be shown in a schedule list with a different colour.

## Add Playlist to Schedule

Playlist



Start Time (HH:MM:SS)

hours 00 mins 00 secs 00

End Time (HH:MM:SS)


hours 00 mins 59 secs 59

Add Playlist

The screenshot below shows how a complex schedule using different playlists can be built up.



You can start building up schedules well in advance by using the calendar icon at the top of the

screen. Click on the  image at the top of the screen and a calendar will be opened.



Click on the date you wish to set up a schedule for and you can start building up the schedule. This feature is particularly useful if you want to plan a week's signage where each day has a slightly different playlist. So for Monday's playlist, set the calendar to Monday's date, add the content in the **Add Content** screen and then move down to the **Manage Schedule** screen and check the start date is correct. Then set the end date as described in the paragraph below.

The final screen of the three is called **Manage Schedule**. This enables you to set a start and end date for the schedule. The end date should be set for all schedules to make sure the material displayed is always current: nothing is worse than displaying out of date material. You can also specify when material is repeated by ticking the appropriate boxes.

Manage Schedule									
Start Date	Mon 12 October 2009								
End Date	<table><tr><td>DD</td><td>MM</td><td>YYYY</td><td></td></tr><tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td></td></tr></table>	DD	MM	YYYY		<input type="text"/>	<input type="text"/>	<input type="text"/>	
DD	MM	YYYY							
<input type="text"/>	<input type="text"/>	<input type="text"/>							
Week Day Repeat	<input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun								
<input type="button" value="Save Schedule"/> <input type="button" value="Clear Existing Schedules"/>									

Once you have entered all the detail required, click on **Save Schedule**. The schedule will then run at the times and dates you have set up.

## 10.Screen and Administrator Details

Group	Screen name	Location	Administrators
General Soton	EPT Reception	East Park Terrace Reception	Tom Priestman Michelle Sterckx Ian Taylor Anna Patrickson Jenny Dashley Laure Dother
	SJM Reception	SJM Reception	
	Delice 1	Delice café by vending machine	
	HC Foyer	Herbert Collins entrance foyer	
	HBackCorridor	Herbert Collins back corridor	
	CafeOlogy*	CC corridor outside Cafeology	
Res Centre Soton	Hamwic	Hamwic Student Residence	Tom Priestman Nessa Jackson Sam Darler Katie Pullein Dom Gregory Teresa Dodkin
	David Moxon	David Moxon Student Residence	
	Chantry	Chantry Student Residence	
	Lucia Foster Welch	Lucia Foster Welch Student Residence	
	Deanery	Deanery	
	Emily Davis	Emily Davis Student Residence	

LIS	Andrews LRC	Andrews LRC	Rebecca Love
	Matthews LRC	Matthews LRC	Caroline Pendlebury Tony Curwen Pete Warland Amir Coupal Justin Earle Sean Williams Robert Henshaw
LIS	WMA Library		Robert Shellard David Baker Dawn Edwards Steve Lightbown Wendy Still John Marlow Celia Forrester
	Library Entrance	Library Foyer Reception Desk	Gillian Hatt Graeme Barber
	Floor2LRC	Floor 2	Steve Rose Margaret Feetham Julie Kingstone
	Students First	Andrews Concourse outside Student Support	Sue Edser Sally Harris Helen Briars
ASQS/Finance	ASQS and Finance	Andrews floor 1 Finance area	Rob Ernsberger Mike Hampton
FaBSE	Professional Centre	SM Professional Centre	Sue Sim Linda Barton
	SportScience	Christopher Cockerel corridor adjacent to Sports Science	Joanna Robbins James Fisher Judy Wiseman
	RM201	Admin office RM201	Stuart Bruce-Lowe

WMA Public Areas	WMA Reception	WMA Reception	Tom Priestman
	WMA Restaurant	WMA Restaurant	Vanessa Black
	Mariners Bar	WMA Mariners' Bar	Shellie Cooper
	Drummond	WMA Drummond entrance hall	David Baker
	WMA Student Support	Moyana Student Support	Kim Scott
	Admiral Jellicoe	Admiral Jellicoe ground floor	Wendy Still
Res WMA	Blythe	Blythe Student Residence	Dawn Edwards
	Shackleton	Shackleton Student Residence	Steve Lightbown
	Hamblemeads	Hamblemeads Student Residence	
Central	Delice 2	Delice café high up on wall	Tom Priestman Vanessa Black Shellie Cooper
			Neil Hanham Stephen Harding

FMAS	Millais Entrance	Millais Entrance Hall	Micah Gates
	Millais 2	Millais Floor 2	
	Millais 0	Millais Floor 0	
	Millais 5	Millais Floor 5	
	Millais G	Millais floor G media production unit	
	Matthews Studio D	Matthews SM101 Studio D entrance	
	Millais 3	Millais Floor 3	
FTEC	RM7thFloor	RM 7 <sup>th</sup> floor	Warren Earle Matt Johnson
	RMFloor6	RM 6 <sup>th</sup> floor	
	RMFloor5	RM 5 <sup>th</sup> floor	
	RMFloor4	RM 4 <sup>th</sup> floor	
	RMFloor3	RM 3 <sup>rd</sup> floor	
	Millais 4	Millais Floor 4	